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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 6, 2022**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**RENTAL AGREEMENT FOR DISTRICT WIDE COMMENCEMENT CEREMONY
WINTRUST ARENA
(RENEWAL)
OFFICE OF ACADEMIC AFFAIRS
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon approval of the General Counsel of the form of such agreement, to execute the first renewal of an agreement with McCormick Place/SMG to lease the Wintrust Arena for the City Colleges of Chicago District-Wide Spring Commencement Ceremonies for the period commencing no sooner than October 6, 2022 through May 8, 2023 for use of the venue on the dates of May 5-6, 2023, at a total cost not to exceed \$260,000.

VENDOR:

McCormick Place/SMG
200 East Cermak Road
Chicago, Illinois 60616

USER:

District Wide

ORIGINAL TERM: The term of the agreement shall commence December 10, 2021 and terminate May 31, 2022 with two one year renewal options.

FIRST RENEWAL TERM:

The term of the agreement shall commence June 1, 2022 and will continue through May 31, 2023, for use of the venue on the dates of May 5-6, 2023, with one additional one-year renewal period.

SCOPE OF SERVICES:

City Colleges of Chicago will lease the Wintrust Arena for the District-Wide Spring Commencement Ceremony. The cost of the lease will include the arena, staffing, staging, lighting, carpeting, A/V, ability to buy out the parking lot, back stage and reception area.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Commencement will honor City Colleges of Chicago Associate Degree completers for achieving a significant milestone and will provide all attendees with a centralized and easily accessible location for the event.

VENDOR SELECTION CRITERIA:

In accordance with sole source policy procedures, this service is exempt from the District's competitive bidding process.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the agreement (space rental).

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws. Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board. Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL: Total: \$260,000

Charge to: Office of Academic and Student Affairs

Sources of Funds: Education Fund

FY23: 530000-00003-0000141-80000

Respectfully submitted,

Juan Salgado
Chancellor

October 6, 2022 – Office of Academic and Student Affairs